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GOVERNOR

STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
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MICHAEL P. CANTARA
COMMISSIONER

JAY BRADSHAW
DIRECTOR

BOARD OF EMS MEETING
JANUARY 4, 2006
9:30 AM
MAINE EMS CONFERENCE ROOM

MINUTES

Board Members: Steve Leach, (chair), Wayne Werts (chair-elect), John Alexander, Bob Ashby, Joe Conley, Oden Cassidy, Peter DiPientrantonio, Richard Doughty, Kevin Kendall, Penny Kneeland, Paul Knowlton, Jim McKenney, Carol Pillsbury, Roy Woods

Regional Coordinators: Steve Corbin, Joanne LeBrun, Rick Petrie, Bill Zito

Maine EMS Staff: Jay Bradshaw, Dwight Corning, Dawn Kinney, Drexell White, Ben Woodard

Office of the Attorney General: Laura Yustak Smith, AAG

Guests: Rick Cheverie, Bangor Fire Dept.

- 1) Introductions – Roy Woods, Fire Chief, Caribou Fire Dept. was welcomed as a new Board member representing Maine Fire Chiefs. Rick Cheverie, Deputy Chief, Bangor Fire Dept, was welcomed as a guest.
- 2) Approval of January 4, 2005, meeting minutes

**MOTION: To approved the minutes of the October 5, meeting as corrected.
(DiPietrantonio; seconded by Kneeland) Unanimous.**

- 3) Old Business
 - a) EMS Assessment Report – Jay reported that the Regulation and Policy workgroup completed its phase 1 work on December 15, 2005. The next step is to compile the EMSSTAR recommendations as prioritized by the workgroups and discuss the next steps. Consensus was to make this an agenda item in February, invite those who participated in any of the phase 1 workgroups, members of the Legislature, among others. To accommodate what may be a larger audience, this meeting will be held in the Fire Marshal's Florian Hall (across the corridor from our typical meeting room). The Phase 1 report will be sent to Board members in advance of the February meeting.

4) New Business

- a) Operations Team Action Items – Jay reported that the Operations Team met January 3, to discuss, among other things, the Rural AED Grant, scheduling a facilitated retreat to improve communications between the central office and the regional offices. Projects such as RAED and EMSC require a significant amount of staff and regional office time – the details of which are not presented to the Board in the interest of time; however, detailed information is always available upon request.

- b) Investigation Committee Action Items

MOTION: To ratify the minutes of the December 7, 2005, meeting of the Investigations Committee. (Kendall; second by Alexander). Unanimous

MOTION: To approve the consent agreement with Sean Howard. (Doughty; second by Kneeland). Unanimous

- c) Board Inspection Update – Dawn Kinney explained the process she uses to conduct the EMS service and vehicle inspections. Dawn typically schedules 2+ days/week to be on the road conducting these inspections – and has only a few more services remaining to complete this annual cycle. She highlighted some of the common problems she encounters and the corrective action that is taken. Jay noted that these inspections are very well received and viewed by many as an opportunity to meet with someone from Maine EMS to talk about any questions they may have.
- d) Education Report and Action Items – Dwight reported the following activity during the past year:
 - i) Finalized an implemented a program on improving EMS response to domestic emergencies.
 - ii) Adopted an ethics statement for I/Cs
 - iii) Completed the Advanced Airway Module with instructors trained in early 2005.
 - iv) Participated in the national Scope of Practice Model project.
 - v) Working with MDPB on the updated PIFT module.
 - vi) I/C renewals: 56 renewals, which means 88 did not renew. However, this has not affected availability of instructors as there have been new I/Cs added during the past 3 years, and it was anticipated this number would drop after the first cycle due to inactive instructors.

Dwight also presented two items requiring Board action:

MOTION: To approve the following minimum hours for refresher courses: First Responder (17); EMT (24); EMT-I (36); EMT-P (48). (Alexander; second by Kendall). Passed with one opposed (Woods)

MOTION: That ALS Refresher Courses be approved provided they meet the necessary requirements established by MEMS including number of hours and DOT topics. (Conley; second by Kendall) Unanimous

- e) Exam Report and Action Items – Drexell reported that the Integrated Practical Exams, which were discussed in detail at previous Board meetings, have generally been going smoothly. There have been 14 IPEs conducted in 5 regions, with 183 students. Comments have been received regarding the skill sheets, which will likely be revised – and the matter of “no retests” which was recommended by the Education Committee.

MEMS staff and the Exam Committee reviewed this policy and drafted a retest policy that will enable students who pass their course, but fail the state test to make arrangement to attend another IPE session. It will be the student’s responsibility to make the arrangements and pay any associated costs with the IPE.

MOTION: To approve the IPE retest policy as distributed. (Woods: second by Alexander). Passed with one abstention (Doughty)

- f) Maine EMS Run Reporting (MEMSRR) – Ben reported that the web version of MEMSRR went live on January 1, with 4 services participating. He also distributed a sample report summarizing the activity to date. Additional training will be scheduled in early February and services will be able to switch to MEMSRR at the beginning of any month, but the commitment to submit electronic reports must be 100% (no partial paper submissions). The web interface is phase 1. Phase 2 will involve the PC application called Field Bridge and will require a financial commitment from services for the annual support and license fee – and phase 3 will be the data mining tool. Jay noted that with the data mining tool in place, and ~2,000,000 run reports on the Oracle server, MEMS will have one of the largest EMS data repositories in the county.
- g) Conduct at hearings. Laura presented some reminders for the group on the conduct at hearings. The goal was to remind members that when there is a hearing being conducted, that is a very formal process and is one that is recorded and may be transcribed. Suggestions included: only one person speaking at a time, no side discussions; turning away from the microphones if one needs to cough or sneeze; identify self before speaking; if arriving late, a member may not be able to participate and vote unless they have had the opportunity to review all material presented; speaking clearly and loudly enough to be heard and recorded.
- h) Attendance policy – Wayne expressed concern about the number of Board members participating in the recent EMSSTAR meetings and stressed the importance of being involved and engaged in this process, especially during the coming year. He also asked about Board Policy regarding attendance – Jay acknowledged that there had been a policy drafted in the early 1990s, but he did not have a date where the Board took action on those policies. Jay agreed to distribute them electronically to Board members and asked that comments/suggestions be sent to Wayne or John no later than Friday, January 20. This will be an agenda item at the February meeting.

- i) Other – Jay introduced Janet Richards, who recently joined DPS as Assistant to the Commissioner. Ms. Richards came to DPS from the Dept. of Agriculture where she held a similar position. This is a new position for DPS, which in the past had a Deputy Commissioner position that was eliminated in a budget-cutting effort, and will greatly improve the ability of the Department's administration to monitor important meetings and issues.
- 5) Staff Reports
- i) MEMS – Most of the office updates were presented as part of the new business; however, it does appear that funding for the Trauma/EMS Grant will not be available for the coming year. This grant has provided ~\$40,000 for the past several years, which has been used to support the TAC activities and the videoconferencing fees, among others. Jay is exploring funding options to continue support for these important efforts.
 - ii) MDPB – In Dr. Diaz's absence, Dr. Kendall reported that at the December meeting, the MDPB received a presentation on a training program for medical directors that is being developed by Jonathan Busco (EMMC) and others. An I/O drill was also presented for consideration and training on that device will be made in February before a decision on its prehospital use will be made. Also in December, John Bastin made a presentation on Mark 1 kits and respiratory considerations to protect EMS providers – he will continue working on these and report back in February.
- 6) Other Dawn reminded Board members that the nomination form for the 2006 EMS Awards is now being distributed, with a deadline of March 15 for submission. Joanne has volunteered to be the regional coordinator on the review panel, and Paul Knowlton, Bob Ashby, and Steve Leach agreed to represent the Board.

Meeting adjourned at 11:47AM. next meeting scheduled for Wednesday, February 1, 2006 @ 9:00 AM. Note that the February meeting will be an extended one, with the presentation on the Phase 1 EMS Study workgroups presented at 1:00PM.